4-4

## **Contract Tracking:**

# Review Work Accomplished

## **Objectives**

View Work Accomplished Create a New Work Period Update Work Accomplished

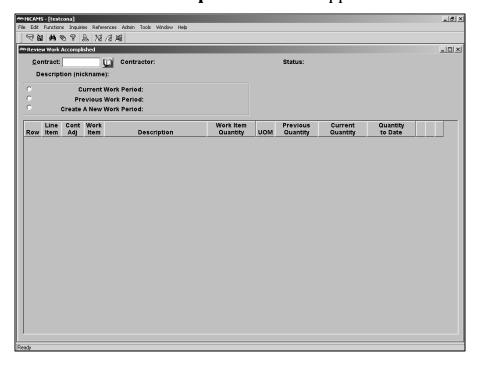
#### **About Work Accomplished**

As work progresses on a contract, an estimate of the quantity of work accomplished should be entered periodically in order verify that the sampling and testing guideline set forth in the state's Minimum Sampling Guide (MSG) have been followed. On payable line items, the amount of work accomplished is entered via Pay Record and the contractor is compensated accordingly. Occasionally, however, a payable line item does not provide enough detail to verify that the state's minimum sampling guidelines have been met. In these cases, a more granular set of work items is associated with the high level pay item. Work Accomplished must periodically be entered against these work items.

## View Work Accomplished

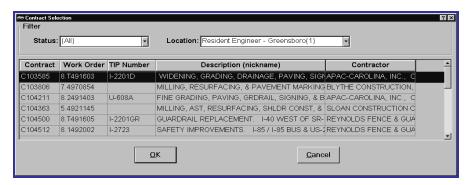
- **Step 1:** Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."
- Step 2: Select Contract Tracking from the Functions menu and choose Review Work Accomplished from the sub-menu that appears.

The **Review Work Accomplished** window appears:



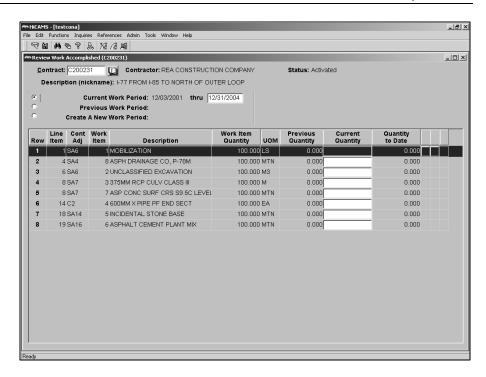
- **Step 3:** Enter the contract number to work with using one of these procedures:
  - ◆ Type the contract number in the **Contract** field and press Enter.
  - ◆ Choose a contract following this procedure:
    - a) Click the book icon to the right of the **Contract** field.

The **Contract Selection** window appears.



- **Tip:** The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.
  - b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
  - c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
  - d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
  - e) Click **OK**.

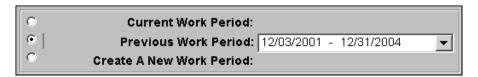
The most recent, or "current", work period for the selected contract appears and the contract's work items are listed.



**Note:** If no work periods exist for the contract, the "Create a New Work Period" radio button will be active.

**Step 4:** To view a previous work period, select the **Previous Work Period** radio button.

A dropdown list of all previous work periods appears.



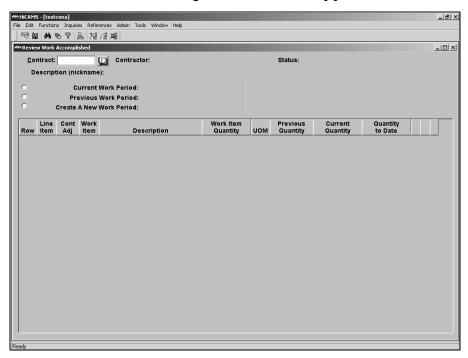
**Step 5:** Select the work period you would like to view.

The selected work period appears.

#### Create a New Work Period

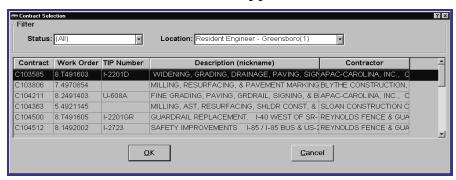
- **Step 1:** Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."
- Step 2: Select Contract Tracking from the Functions menu and choose Review Work Accomplished from the sub-menu.

The **Review Work Accomplished** window appears:



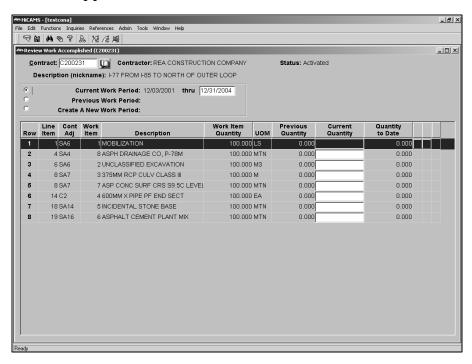
- **Step 3:** Enter the contract number to work with using one of these procedures:
  - ◆ Type the contract number in the **Contract** field and press Enter.
  - ◆ Choose a contract following this procedure:
    - a) Click the book icon to the right of the **Contract** field.

The **Contract Selection** window appears.



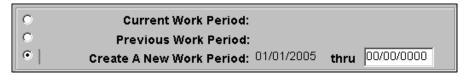
- **Tip:** The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.
  - b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
  - c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
  - d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
  - e) Click **OK**.

The most recent, or "current", work period for the selected contract appears and the contract's work items are listed.



Step 4: Select the Create a New Work Period radio button.

The start date of the work period is filled in by default.



**Note:** If a previous work period exists, the new work period's start date will be one day after the previous work period's end date. If this is the first work period created for the contract, the period's start date will be the contract's work start date.

**Step 5:** Click in the **thru** field and enter an end date for the new work period.

**Note:** Work periods do NOT need to coincide with the contract's Estimate periods and do not need to be consistent in length. The length of work periods can vary over the life of the contract at the discretion of the Resident Engineer. One work period may be 45 days in length, the next may be 120, but each must span at least one day.

**Step 6:** Click in the **Current Quantity** field of a work item and enter the quantity of work accomplished since the last work period.

**Note:** If no work has been accomplished on a work item since the previous work period, enter 0.000 or leave the **Current Quantity** field blank.

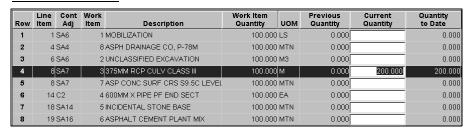
**Step 7:** Repeat step 6 until all work accomplished quantities have been entered for the period.

Step 8: Click the Save icon on the toolbar.

The new work period is saved.

#### **Field Definitions**

#### Work Item Grid



**Line Item:** Displays the payable line item number.

**Cont Adj:** Displays the contract adjustment number.

**Work Item:** Displays the work item number.

**Description:** Displays the work item description.

**Work Item Quantity:** Displays the quantity of the work item to be installed or completed upon project completion.

**UOM:** Displays the work item's unit of measure.

**Previous Quantity:** Displays the total quantity of work accomplished entered against the Work Item in previous periods.

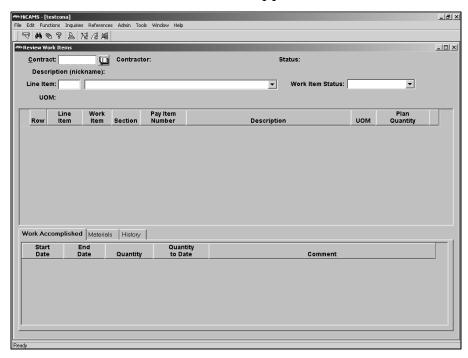
**Current Quantity:** Displays the quantity of work accomplished entered for the current period.

**Quantity to Date:** Displays the sum of the Previous Quantity plus the Current Quantity of work accomplished.

### **Update Work Accomplished**

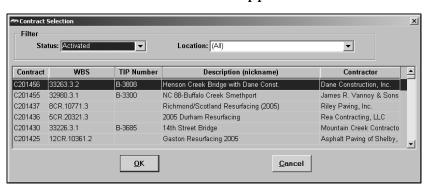
- **Step 1:** Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."
- Step 2: Select Contract Maintenance from the Functions menu and choose Review Work Items from the sub-menu that appears.

The **Review Work Items** window appears



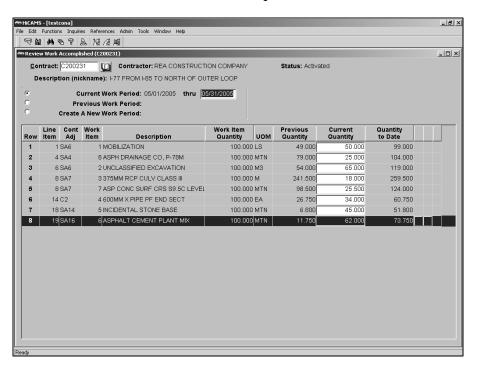
- **Step 3:** Enter the contract number to work with using one of these procedures:
  - ◆ Type the contract number in the **Contract** field and press Enter.
  - Choose a contract following this procedure:
    - a) Click the book icon to the right of the **Contract** field.

The **Contract Selection** window appears.



- **Tip:** The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.
  - b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
  - c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
  - d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
  - e) Click **OK**.

The most recent work period for the selected contract appears and the contract's work items and quantities are listed.



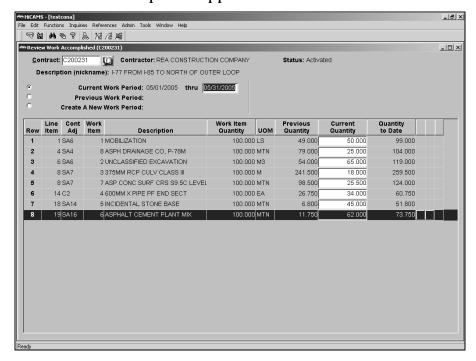
If you wish to update quantities for the current work period, skip to Step 6. If you would like to update quantities for a previous work period, continue with Step 4.

**Step 4:** To update a previous work period, select the **Previous Work Period** radio button.

A dropdown list of all previous work periods appears.



**Step 5:** Select the work period you would like to update. The selected work period appears.



Note: The Previous Quantity, Current Quantity, and Quantity to Date columns only display information up to and including the selected work period.

**Step 6:** Click in the **Current Quantity** field of a work item whose quantity for the period is incorrect.

**Note:** To set the Current Quantity of a work item to 0.000 for the period, you must type a zero (0) in the Current Quantity field. Using the Backspace or Delete keys to get rid of an incorrect quantity will not set the quantity to 0.000.

**Step 7:** Repeat Step 6 until all incorrect quantities have been updated.

Step 8: Click the Save icon on the toolbar.

The new work period is saved.

**Note:** Changes made to the **Current Quantity** of a previous work period will be reflected in the **Previous Quantity** and **Quantity to Date** columns of subsequent work periods once the changes are saved.